**STATE OF MARYLAND**

**BOARD OF INDIVIDUAL TAX PREPARERS**

**Business Meeting Minutes**

**November 15, 2021**

**TIME:** 10:00 a.m.

**PLACE:** VIA Google Meet Teleconference

500 N. Calvert Street

3rd Floor Conference Room

Baltimore, MD  21202

**PRESENT:** Steven P. Wions, Chair

Jane M. Bourassa, Vice Chair

Brian McCurdy

Janice Shih

**STAFF**

**PRESENT:**  Christopher Dorsey, Assistant Executive Director

Matthew A. Lawrence, Legal Counsel

**BOARD/STAFF**

**ABSENT:** Javier Solis

Symon Manyara

Victoria Kelly

Mr. Wions, Chair, called the meeting to order at 10:05 a.m.

Upon a motion (I) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously approved the minutes for the October 18, 2021 meeting with corrections.

**Report of the Chair**

 No Chair Report

**Executive Director’s Report**

No Executive Director’s Report

**Examination Committee Report**

Ms. Bourassa reported that this time she does not have the PSI report. Ms. Coar informed the Board that she had been trying to get the result of the examination and was unable to retrieve the information, but she was able to get the schedule of the candidates that are scheduled for the Maryland Examination. 74 candidates have been scheduled from November 15, 2021, through June 30, 2022. Ms. Bourassa would like the administrative staff to update the Department of Labor Individual Tax Preparers’ website to reflect the current information that is given on the PSI website.

Upon a motion (II) by Ms. Shih and seconded by Ms. Bourassa, the Board unanimously approved the Examination Committee Report.

**Old Business**

No Old Business Report

**New Business**

Ms. Coar presented to the Board the new meeting schedule for the upcoming 2022 calendar. All meetings will start at 10:00 a.m. and will be online meetings until further notice.

Meeting Dates:

January 10, 2022

February 14, 2022

May 9, 2022

June 13, 2022

September 12, 2022

October 17, 2022

November 14, 2022

Upon a motion (III) by Ms. Bourassa and seconded by Ms. Shih, the Board unanimously voted to approve the new 2022 scheduled meeting for the upcoming year.

**Executive Session**

Upon a motion (IV) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to go into closed session at 10:26 a.m.

At 10:42 a.m., upon a motion (V) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to return to the open session.

Upon a motion (VI) by Mr. McCurdy and seconded by Ms. Bourassa, the Board unanimously voted to approve the decisions made in the closed session.

**Next Meeting Date**

The next meeting of the Board will be held on Monday, December 13, 2021, at 10:00 a.m.

**Adjournment**

There being no further business, upon a motion (VI) by Ms. Bourassa and seconded by Mr. McCurdy, the Board unanimously voted to adjourn the meeting at 10:45 am.

\_\_X\_\_\_With corrections Without corrections

Signature on File December 13, 2021

Steven P. Wions, Chair Date